E-Mail Notification

This module demonstrates the functions of the CM/ECF E-Mail Notification System. It will provide step-by-step instructions for establishing and editing e-mail notification information.

- STEP 1 Click on the <u>Utilities</u> hypertext link on the CM/ECF Main Menu.
- STEP 2 The Utility Options screen displays.
 - Click the <u>Maintain Your ECF Account</u> hypertext link.
- STEP 3 The User Account screen displays.
 - ♦ Name, address and other user account information appears. Please contact the Clerk's office to change information on the User Account screen.
 - ◆ Click [Email Information]
- STEP 4 The Email Information screen displays. (See Figure 1)

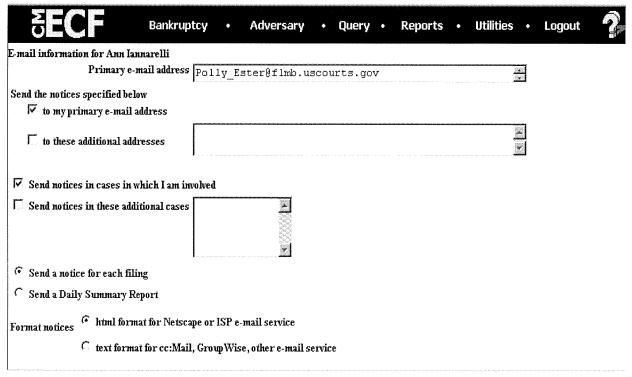
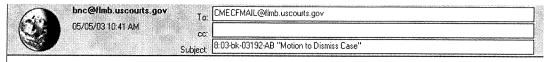


Figure 1

- Primary e-mail address: This field will contain your current e-mail address. Edit if necessary.
- ♦ Send the notices specified below: These two fields allows the entry of additional e-mail addresses to which notices will be sent.
 - to the primary e-mail address: To activate the notices this box must be checked.
 - ♦ to these additional e-mail addresses: Type in additional e-mail addresses. Separate the addresses with a semi-colon. (This e-mail list is user maintained).
- ♦ Send notices in cases in which I am involved: Checking this box will automatically an e-mail notification of filings in all cases in which the trustee is involved.
- ♦ Send notices in these additional cases: You do not have to be a participant in a case to receive e-mail notification of activity. The Trustee can elect to be notified of activity in cases they have interest in however are not parties to. The case number format is O-YY-TT-NNNNN (This case number list is user maintained).
- Send a Notice for each filing: By checking this box you will receive e-mail notification each time a pleading or claim is filed on cases for which you are a participate in and cases you have specifically requested to be notified on. The notification will include the case number, name, docket text, and hyperlink.
- Send a Daily Summary Report: By checking this box you will receive a one e-mail notification every morning that list in Summary format all case that had activity from the day before. The Summary includes the case number, name, docket text, and hyperlink.
 - **NOTE**: You can not elect to receive both separate notices and summary report.
- ◆ Format notices: You will choose to receive notices in either html or text format. The option is html format.
- Step 5 If changes have been made to the screen, be sure to click [Return to Account screen]
- Step 6 At the Account Screen, click [Submit] to be sure changes have been saved.

Note: Selecting [More User Information] at the account screen allows you to change your password. (Make sure you keep a copy of your password because the Court will not be able to a retrieve it).

◆ Sample of the <u>Immediate Notification E-mail</u> (See Figure 2)



NOTE TO PUBLIC ACCESS USERS You may view the filed documents once without charge. To avoid later charges, download a copy of each document during this first viewing.

U.S. Bankruptcy Court

Middle District of Florida

Notice of Electronic Filing

The following transaction was received from Iannarelli, Ann entered on 5/5/2003 at 10:41 AM EDT and filed on 5/5/2003

Case Name:

Dennis Jeffrey Johnson

Case Number:

8:03-bk-03192-AB

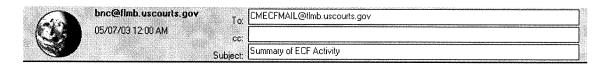
Document Number: 4

Docket Text:

Motion to Dismiss Case For failure to appear at the 341 meeting Filed by Trustee Ann Iannarelli. (Iannarelli, Ann)

Figure 2

◆ Sample of the <u>Daily Summary E-mail</u> (See Figure 3)



Activity has occurred in the following cases:

6:03-bk-03394-AB Marion S. Perry

Pro Memo/Report of 341 Meeting - Meeting of Creditors Concluded

Docket Text:

341 Proceeding Memo. Meeting of Creditors Concluded (related document(s)[2]). (Iannarelli, Ann)

8:03-bk-03192-AB Dennis Jeffrey Johnson

Proof of Claim Filed 1

8:03-bk-03192-AB Dennis Jeffrey Johnson

Motion to Dismiss Case 4

Docket Text:

Motion to Dismiss Case For failure to appear at the 341 meeting Filed by Trustee Ann Iannarelli, (Iannarelli,

Figure 3